	R	OUTIN	G AND	RECOR	D SHEET	
FROM: James N. Glerum Director of Personnel 5 E 58 Headquarters TO: (Officer designation, room number, and building) 1. Executive Registry 7 E 12 Hqs. 2. 3.00° Executive Director 4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 11. 12. A James A A. 12. A James A A. 13. A James A A. A		· · · · · · · · · · · · · · · · · · ·				DD/A Registry
Date of Personnel 5 E 58 Headquarters 10. Cofficer designation, room number, and building) 11. Executive Registry 7 E 12 Hqs. 2. 3. A. C. C. Cofficer designation, room number, and building) 12. A. DATE OFFICERS (NUMber each comment to show from whom brow a line across column after each comment to whom. Draw a line across column after each comment to whom a line across column after each comment to whom a line across column after each comment to whom a line across column	Evaluation Panel System	for Sec	retarial	and Cle	erical Employees	82-2757
TO: (Officer designation, room number, and building) 1. Executive Registry 7 E 12 Hqs. 2. 3.W Executive Director 4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 11. 12. ALDE 1982 DATE 15 NOV 1982 COMMENTS (Number each comment to show from whom. Draw a line across column after each comment to whom the wh				EXTENSION	NO.	
TO. (Officer designation, room number, and building) RECEIVED FORWARDED 1. Executive Registry 7 E 12 Hqs. 2. 3. W. Executive Director 4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 11. 12. A POR A STE OFFICERS (INITIALS) OFFICERS (INITIALS) OFFICERS (INITIALS) COMMENTS (Number each comment to show from whom braw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom. Draw a line across column after each comment to show from whom whom whom to show the show from the show from whom the show from the				DATE 1 F NOV 4000		
Description of Personnel B. Director of Per	-				T 9 MAN 1885	
1. Executive Registry 7 E 12 Hqs. 2. 3. Where Executive Director Executive Director 4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A LOO Para Color 1982				INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
7 E 12 Hqs. 2. 3. When Executive Director 4. 5. 6. 7. 8. 9. Objrector of Personnel 5 E 58 Hqs. 10. 11. 12. Also para 2. 2. 2. 2. 3. Dec 1982	D-i-t	RECEIVED	FORWARDED			
Executive Director Executive Director 4. 5. 6. 7. 8. 9						
Executive Director 4. 5. 6. 7. 8. 9. Obirector of Personnel 5 E 58 Hqs. 10. 11. 12. A LOOP BAR		-				
Executive Director 4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. p/pun 11. 12. A Jap/p are 2. DEC 1982 F	2.					
Executive Director 4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. Alas para 20 DEC 1982 F	200	ļ	00			
4. 5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A JOS /P ASTE 2. DEC 1982	3.10	3	/sk			
5. 6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A JOS /P ANG. 10. 12. 13. 14. 15. 16. 17. 18. 18. 18. 18. 18. 18. 18	Incomplete Director	K	ess	en_	-	
6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A 100 10 10 1982	4.					
6. 7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A / Do / Darg 2 DEC 1982					_	
7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A 00 P Range 10 Company Compa	5.					
7. 8. 9. Director of Personnel 5 E 58 Hqs. 10. 10. 11. 12. A 00 P Range 10 Company Compa						
8. 9. ODirector of Personnel 5 E 58 Hqs. 10. 10. 11. 12. Alooppore	6.					
8. 9. Director of Personnel 5 E 58 Hqs. 10. 11. 12. A JOD / P BY E 10. 12. 12. 13. 14. 15. 16. 16. 17. 18. 18. 18. 18. 18. 18. 18						
9. Director of Personnel 5 E 58 Hqs. 10. 11. 12. A/DO/PARC 12. 13. 14. 15. 16. 16. 17. 18. 18. 18. 19. 19. 10. 10. 10. 10. 10. 10	7.					
9. Director of Personnel 5 E 58 Hqs. 10. 11. 12. A/DO/PARC 12. 13. 14. 15. 16. 16. 17. 18. 18. 18. 19. 19. 10. 10. 10. 10. 10. 10						$\boldsymbol{\nu}$
12. A DD P P P P P P P P P P P P P P P P	8.				1	Þ
12. A DD P P P E CO 1982 F				^ ^		لترهه
12. A DD P P P P P P P P P P P P P P P P	9. Director of Personnel	6 5		1 -	•	N
12. A DD P P = Q	5 E 58 Hqs.	10 ba.	'- -	1	1 09" 1	ρ
12. A DD P P = Q	10.	-			$d = SC^{\dagger}$	
12. A DD P P = Q					La Comment	
12. A DD P P = Q	11.			<u> </u>	1 () man	
A LOD /P 1982 E					1 1	
A LOD/P BARE Z DEC 1982 E	12.				'	
12/		- Z D	C 1982	0		
14. Septen 177 Septen Septen	A JOD/P BY E	12/		F	+ _	,
14. Certial Ohne 15.	c long of	177	1		of . Les	retaril/
Syptim 15.	11 / PPS for action	'/_	-	İ	M. 1000.	To Themes
15.	14.				Con	
			-	-	Jeplen	•
	15.				Ci. 21 1 F. M	mag die

FORM 610 USE PREVIOUS EDITIONS

D/Pers 82-8953

DD/A Registry

15 NOV 1982

MEMORANDUM FOR: Executive Director

FROM:

James N. Glerum

Director of Personnel

SUBJECT:

Evaluation Panel System for Secretarial

and Clerical Employees

1. ACTION REQUESTED

It is requested that you approve the recommendation contained in paragraph $\underline{4}$.

2. BACKGROUND

During the discussion of the Personnel Evaluation Precepts Review Report at the 6 January 1982 Personnel Management Advisory Board (PMAB) meeting, the Board recommended that the Office of Personnel (OP) review the requirement for a formal evaluation panel system for secretarial and clerical employees. We researched the topic, reviewed files concerning the genesis of the secretarial/clerical panels, and obtained input from the Directorates through the Senior Directorate Personnel Officers. We then prepared a staff paper which was reviewed by the PMAB members and subsequently discussed at a meeting on 18 October 1982. The points considered by the PMAB and the conclusions reached are discussed in the following paragraphs.

3. DISCUSSION

A. Throughout the years, Agency secretarial employees, particularly the senior secretaries, have voiced concern about their evaluation and promotion system, opportunities for career development, and their career counselling. They also have expressed dissatisfaction with the perceived disparate treatment they receive in areas of personnel procedures and evaluation systems vis-a-vis professional employees. Various solutions to resolve these concerns have been suggested and effected in the past ten years with varying degrees of success. In 1978, in the era of "uniformity" Agencywide for all categories of personnel, the Senior Secretarial Panels were established. Although the senior secretaries at the time actively sponsored the initiation of these panels, the more junior secretarial and clerical employees had little or no input on the issue. In fact, they were included at a later date. Currently, secretarial and clerical employees in grades GS-03 through GS-06 comprise about 10 percent of the Agency total population.

May 13 15 - 3 2 1/4 8 23

- B. The secretarial/clerical panel system has been in effect now for several years. According to the Precepts report, however, many managers believe it an unnecessary and time-consuming effort to convene formal panels to evaluate lower-graded secretarial and clerical employees. In some components, a formal procedure is not even being used. The Senior Directorate Personnel Officers advised that in many cases, the lower-graded secretaries themselves prefer their own supervisors to rank and rate them, rather than a panel whose members might not know them personally. Those offices where the panels serve a useful purpose, or where both managers and secretarial/clerical employees favor the panel system, do use it and would like to continue the system. Until 1977, Agency policy only recommended the use of comparative evaluation principles for employees in grades GS-08 and below for the purpose of promotion while requiring some sort of evaluation at least annually. The current policy requires formal evaluation at all grade levels.
- C. In considering this issue, PMAB members gave considerable thought to potential perceptions of unfairness, the value of the system for filling vacancies, the availability of large numbers of GS-06 positions, and the fact that the GS-06 level is the feeder group for the higher level secretarial and clerical positions. The consensus was that the formal panel system should be made optional for secretarial and clerical employees at grade level GS-06 and below.

4. RECOMMENDATION

It is recommended that you approve the PMAB recommendation that the formal panel evaluation system be made optional for secretarial and clerical employees at grade level GS-06 and below.

√ James N. Glerum

STAT

STAT

The recommendation made in paragraph $\underline{4}$ is:

	APPROVED () with carear DISAPPROVED ()
STAT		that subrequent 2 2 2 16 16 16 16 16 16 16 16 16 16 16 16 16
		notice att a positive
	Distribution	lines suggested in the
	Orig - Return to D/OP 1 - ER 2 - D/OP	DCI S/c MAG Paper, para 2
	1 - Subject 1 - Chrono	[Left size of Gillen]
S J/ AJ/83 ~	Copies in PA LOT	2
	^C Aγργονed For Rejes	رِيَّ الْمُعَرِّدُونِ الْمُعَالِّدِينِ الْمُعَالِدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّذِينِ الْمُعَالِّدِينِ الْمُعَالِدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّذِينِ الْمُعَالِّدِينِ الْمُعَالِّذِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّدِينِ الْمُعَالِّذِينِ الْمُعَالِدِينِ الْمُعَالِّدِينِ الْمُعَلِّدِينِ الْمُعِلِّذِينِ الْمُعِلِينِ الْمُعِلِّذِينِ الْمُعِلِّذِينِ الْمُعِلِينِ الْمُعِلِّذِينِ الْمُعِلِّذِينِ الْمُعِلِينِ الْمُعِلِّذِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِّينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِّينِ الْمُعِلِينِ نِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِ الْمُعِلِينِينِ الْمُعِلِينِ نِ الْمُعِلِينِي الْمُعِلِينِينِ الْمُعِلِي الْمُعِلِينِينِ الْمُعِلِيلِيِينِ الْمُعِلِيِيِي